

**INDIANA DEPARTMENT OF CHILD SERVICES
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: GA6

Effective Date: March 1, 2008

Version: 2.0

POLICY TITLE: CREATING ADMINISTRATIVE LETTERS

OVERVIEW: The Policy Unit within the Practice Support Division in the Department of Child Services (DCS) will be the starting point and primary repository for all Administrative Letters. A Policy Analyst will assist the requestor in creating the Administrative Letter.

I. DEFINITIONS

- a. Letter Head: The accepted standard, recognized by DCS for Administrative Letters. The correct font for Administrative Letters – Times New Roman 12.

II. REFERENCES

N/A

III. POLICY

Use the following process to create an Administrative Letter:

1. The requestor must e-mail DCS Policy and include a general overview of the letter or draft letter;
2. The Policy Manager will assign an analyst to assist the requestor;
3. The following people must review and sign off in the order shown:
 - a. Policy Manager,
 - b. Deputy Director of requesting division,
 - c. Deputy Director of Practice Support, and
 - d. Director of DCS.
4. The Policy Unit will obtain the next sequence number from the Administrative Assistant of Practice Support:
 - a. This will be inserted under the subject heading. See Related Information for an example.

Note: This will give the Administrative Assistant the ability to track Administrative Letters.

5. The Policy Unit will e-mail the final version to “FSSA WebRequests”:
 - a. In PDF format to be posted on the DCS Internet Site in Child Welfare Policies under Policy Changes Implemented via Admin Letters,
 - b. Include any pertinent information about the letter, and
 - c. Whom to contact with questions.
6. The Policy Unit will e-mail the letter in PDF format to:
 - a. The Field, with the following information in the e-mail:

Send to:	DCS Staff
From:	DCS Policy
Subject:	Title of the Administrative Letter
Body -	Describe what the Administrative letter is about, date effective, and whom to contact with questions.

- b. The Business Systems Consultant for Indiana Child Welfare Information Services (ICWIS), who will:
 - 1) Post the letter to the ICWIS Bulletin Board.
- 7. Deliver the original letter (signed) to the Administrative Assistant in the Practice Support Division, who will:
 - 1) Archive the letter in a secure file cabinet.
- 8. The policy department will archive the Administrative Letter to their SharePoint under Admin Memos in Administrative Letters.
- 9. The policy analyst will update the corresponding section in Policy.

Related Information:

Information under the Letter Head

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Month day, year {Date – align center

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To: Regional Managers
Directors, Local Offices, Department of Child Services

space

From: James W. Payne, Director
Name, Deputy Director of {of Division Name
Name, Deputy Director of {Add more names if required
Department of Child Services

space

Subject: Title {A specific title
DCS-XX-XX {-XX Year, -XX Sequence number

space

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Paragraphs describing the administrative letter...

At least two (2) spaces

Sincerely, {Closing – align center

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James W. Payne, Director
Department of Child Services

